

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC REGULATION
NO. 672-8

4 October 1994

Decorations, Awards, and Honors

AMC EQUAL EMPLOYMENT OPPORTUNITY EXCELLENCE AWARD

Local supplementation of this regulation is prohibited unless prior approval is obtained from the proponent.

	Paragraph	Page
Purpose	1	1
Nature of award	2	1
Award eligibility	3	1
Award consideration period	4	2
Award selection criteria	5	2
Award nominating procedures.....	6	2
Selection of winner(s).....	7	2
Information provided by nominating officials.....	8	3
Award approval authority and presentation.....	9	3

1. Purpose. The Army Materiel Command (AMC) Excellence Award is established to recognize outstanding achievements of AMC employees working in the AMC Equal Employment Opportunity (EEO) Program, to include those who serve on a collateral duty basis. It represents noteworthy accomplishments and professionalism by EEO officials involved in support of the various functions associated with equal opportunity for AMC.

2. Nature of award. This award is established as a Prestigious Honorary Award, recognized by an engraved plaque. The award will be presented each year. Organizations submitting nominations will be advised of the final selection prior to presentation of the award.

3. Award eligibility. AMC EEO officials, including collateral duty, assigned to AMC subordinate commands and activities during the award consideration period is eligible.

4. Award consideration period. That period commencing 1 year prior to nomination.

5. Award selection criteria. Eligible personnel will be nominated and considered in accordance with the criteria established for the Secretary of Army Award for Outstanding Contributions to EEO. To be considered, the nomination documentation must clearly indicate how the nominee has excelled during the award consideration period.

a. Specific contribution. A specific contribution in the broad field of equal employment opportunity, for which the nominee is personally responsible and which resulted in material improvement in service, substantial financial savings, or significant social or technological progress. The contributions must have culminated during the calendar year for which the award is given.

b. Career accomplishments. A record reflecting highly effective personal career development, executive or technical ability, exemplary performance, and demonstrated potential for higher level work. These accomplishments should not be limited to the specific contribution for which the individual is nominated.

6. Award nominating procedures. Major subordinate commands (MSC) and separate reporting activities (SRA) will forward nominations to Commander, Army Materiel Command, ATTN: AMCEE, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001 by 30 December. If more than one nomination is submitted, the MSC/SRA will prioritize the nominations. Activities will submit nominations in original and eight copies using DA Form 5576-R. The nomination must be personally endorsed by the MSC/SRA Commander and include a narrative description of the specific contribution which is the basis for the nomination. The subject in the endorsement letter will be "The Secretary of Army Award for Outstanding Accomplishments in Equal Employment Opportunity/AMC Equal Employment Opportunity Excellence Award. The nominations will also include the required EEO certification signed by the EEO Officer or the Commander, DA Form 1256, and two 8x10 or 5x7 glossy photos.

7. Selection of winner(s). Final selection of EEO award winner(s) will be made by a committee of three persons selected by the AMC Office of Equal Opportunity Director. EEO winner's nomination will be forwarded for further competition in the Secretary of Army Award.

8. Information provided by nominating officials. The following information is to be prepared as briefly and concisely as possible in the order stated below:

- a. Full name of nominee.
- b. Official position title, grade, and major subordinate command/activity.
- c. Length of service with AMC from ____ to ____; and total length of Federal service.
- d. Name, address, and office symbol of nominee's assigned organization, including location.
- e. Name, grade, official position title, organizational location, and office telephone number of nominee's immediate supervisor or the organizational name, location, and office telephone number.
- f. Brief description of nominee's assigned EEO duties/responsibilities during the awards consideration period.
- g. Brief statement describing specifically how this nominee fully meets the basic award selection criteria described in paragraph 4 above. Describe the specific accomplishments forming the basis for the nomination, not to exceed 500 words or two typewritten pages.
- h. Brief biographical sketch, giving particulars on any formally completed educational and developmental attainments, any outstanding achievements of a special or professional nature which related directly to this award determination, and any other information that is pertinent to fully describe the nominee's superior personal qualifications for this honor.
- i. A proposed citation highlighting the specific accomplishments, not to exceed 100 words.

9. Award approval authority and presentation. a. Selected nominee will be approved by the Commanding General, AMC.

b. Award will be formally presented to the selected nominee in the spring of the year following award consideration period.

c. The award will consist of an engraved plaque and a citation (AMC Certificate of Recognition) AMC Form 1616.

AMC-R 672-8

The proponent of this regulation is the United States Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander, HQ AMC, ATTN: AMCEE, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

RAY E. McCOY
Major General, USA
Chief of Staff

LEROY TILLERY
Chief, Printing and Publications
Branch

DISTRIBUTION:
Initial Distr H (45) 1 ea HQ Acty/Staff Ofc
LEAD (SDSLE-DOI) (2)
AMCIO-I-SP stockroom (50)
MSCs & Account Holders (2 ea) (200)